

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

MAINTENANCE AND OPERATIONS ASSISTANT

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Maintenance and Operations Assistant is the first and entry level in a five level Maintenance and Operations series. Incumbents are responsible for performing basic and routine custodial, building, equipment, or grounds maintenance or general laborer work.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing custodial work; general grounds keeping; ~~general building maintenance; or general laborer work.~~

The Maintenance and Operations Assistant is distinguished from the Maintenance and Operations Technician, which is responsible for performing semi-skilled activities in buildings, grounds, and/or equipment operations.

~~Incumbents in this classification may be required to work any shift, holidays, and/or weekends.~~

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Deleted: such as checking fire extinguishers, changing light bulbs, and unstopping commodes

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Performs basic custodial, equipment, building, or grounds maintenance activities which, depending on area of assignment, may include: maintaining the cleanliness of facilities; cleaning, fueling, and preparing City vehicles and equipment for operation; providing courier services; assists in installing and repairing irrigation systems; maintaining landscaped areas; preparing athletic fields for use; performing manual maintenance work requiring the operation of light equipment; or, performing other related activities. |
| 2. | Operates and maintains a variety of equipment, which includes performing routine preventive maintenance. |
| 3. | Installs, replaces, and maintains a variety of structures and/or equipment, which may include: changing light bulbs; checking support and safety equipment; installing or removing shelters; monitoring restroom supplies and functionality; and, performing other related items. |
| 4. | Prepares and submits records and logs of completed work. |
| 5. | Performs manual labor activities which, depending on area of assignment, may include: gathering materials and equipment; removing graffiti; moving furniture and equipment; and, performing other related activities. |

Daily
40%

Daily
20%

Daily
10%

Daily
10%

Daily
10%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
6.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Weekly 10%
7.	Performs other duties of a similar nature or level.	As Required
	<u>Assists in the direction of adult offender or volunteer workers.</u>	
	<u>Sets up traffic control for median islands and special events;</u>	

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
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Positions assigned to Equipment Maintenance may be responsible for:

- Checking and fueling buses;
- Checking and replenishing fluid levels in buses;
- Replacing windows, seats, lights, and related items on buses;
- Assisting other maintenance personnel performing more complex repairs;
- Washing and cleaning buses.

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Positions assigned to Custodian may be responsible for:

- Cleaning and sanitizing facilities, including floors, windows, counters, restrooms, and related items or areas, to ensure professional appearance of City buildings;
- Setting up and tearing down for special events;
- Emptying trash and recycle receptacles;
- Cleaning and polishing seating areas, escalators, and elevators;
- Assisting in the search of public buildings in the event of bomb threats or other potential hazards;
- Assisting in building security functions;
- Maintaining floors, which includes vacuuming, mopping, stripping, burnishing, and waxing.

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Positions assigned to Maintenance and Service may be responsible for:

- Preparing police vehicles for transportation to repair shop or car wash, including the handling and removal of applicable firearms and related police equipment and materials;
- Processing and delivering interoffice and U.S. mail, as well as supplies, packets, and/or other related items throughout the City.

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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Positions assigned to Parks Maintenance may be responsible for:

- Mowing, edging, and fertilizing grass areas;
- Removing graffiti;
- Spraying and removing weeds;
- Assisting with irrigation system installation and repairs;
- Preparing sports fields for use by the public;
- Opening and closing parks and recreational facilities;
- Planting and pruning plants, shrubs, and trees.

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Positions assigned to Property Maintenance may be responsible for:

- Repairing playground equipment;
- Assisting with minor painting, carpentry, and welding;
- Replacing and repairing wood siding;
- Repairing picnic tables;
- Repairing and replacing fencing;
- Repairing overhead doors;
- Assisting with warehousing duties;
- Assisting with repairing and replacing plumbing.

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Positions assigned to Public Utilities may be responsible for:

- Identifying and locating fueling station leaks and implementing established safety protocols;
- Maintaining landscaped areas, including assisting in irrigation system maintenance and repair work;
- Assembling, installing, and maintaining traffic signs and safety equipment;
- Monitoring refuse bin and cart condition for needed repairs, maintenance, or disposal;
- Separating contaminated materials and debris prior to disposal at the landfill.

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Training and Experience (positions in this class typically require):

- High School Diploma,
OR
- GED, and one year of custodial, maintenance, or general labor experience is required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Valid State of California Driver's License, Class C.
- ▲ Some positions, based on assignment, may require:
 - Valid State of California Driver's License, Class A or B, with related endorsements.
 - One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.
- An extensive background investigation.

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Some positions, based on assignment, may require: ¶
Valid State of California Driver's License, Class C.¶

Knowledge (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Basic custodial, equipment, building, or grounds maintenance practices;
- Safe work practices and procedures.

Skills (position requirements at entry):

Skill in:

- Using and caring for applicable tools and equipment;
- Preparing and maintaining records, logs, and related documentation;
- Performing manual labor;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates (LM)

Date: 12/2007